

**Position Description
City of Terre Haute**

**Staff Engineer Level II/
GIS Coordinator**

Department: Engineering

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Reports To: Assistant City Eng

Content Revision Date: 07/18/2016

FLSA: Exempt

Position Responsibilities (include but are not limited to the following):

- Oversight and management of various projects from inception to completion
- Provide technical assistance to other staff as needed
- Coordinate with consultants on capital projects
- Estimate cost of capital projects for planning documents
- Perform engineering design as needed
- Review plan submittals for new residential and commercial development as needed
- Assist customers with various information provided by the Department
- Perform traffic studies and other engineering analyses as needed
- Maintain contracts with GIS vendors
- Participate in IGIC sponsored events and maintain IGIC membership
- Perform maintenance on existing GIS data layers
- Searches for and compiles field data based on project needs and specifications
- Utilizes basic mapping (plotting) technology to create maps according to customer requirements (either digital or hard copy)
- Uses various computer programs (such as ArcGIS, ARC Info, ARC View, etc.) to create and manipulate files
- Create graphics, figures, and drawings as requested
- Create Digital Archive of existing drawings
- Complete as-builts
- Manage office printers and scanners
- Coordinates client department requests for mapping services
- Serve as the City's representative to the Countywide GIS coordination effort
- Provide training to officer personnel to utilize the GIS website and also Cityworks software.
- Answer office telephone
- Assist at front desk, as needed

Knowledge, Skills, and Abilities Required:

- Strong engineering skills
- Excellent decision making abilities
- Excellent organizational and communication skills
- Ability to troubleshoot data discrepancies
- Must be able to work well with others
- Willingness to seek out and attend professional seminars
- Willingness to seek out GIS solutions to functions within the office

Minimum Qualifications:

Education/Training: B.S. in Civil Engineering with P.E. Certification preferred.

Experience: Minimum 4 years engineering experience. Experience with the management of engineering projects of various scales
Excellent computer skills to include MS Excel, MS Word, MS Access, etc.
Excellent written and oral communication skills.
GIS training and experience is preferred.

Working Conditions: Office setting, limited field work

Physical Requirements:

- Ability to sit for extended periods of time
- Ability to perform computer activities for extended periods of time
- Ability to lift 25 pounds

Deadline for submission of applications is August 25th, 2016